

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

- APPLICATIONS** : Applications can be submitted by email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided on the subject line.
- CLOSING DATE** : 18 February 2022 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form (newly prescribed z83 form effective 01 January 2021); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and ID document. Applicants must submit copies of qualifications, Identity document, and drivers' licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The requirement of certified copies will be limited to shortlisted candidates only. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POSTS

- POST 04/107** : **DEPUTY DIRECTOR VALUE CHAIN SUPPORT REF NO: DD VCS**
- SALARY** : R744 255 per annum, (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant Bachelors Degree (NQF level 7) in Economics / Public Administration/ Development Studies or Business Management as recognised by SAQA. A minimum of 6-10 years' relevant experience of which 3 must be at a supervisor (Assistant Director) level within the value chain and market access environment. Possess competence in Programme and Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis Problem Solving, Service Delivery Innovation, Communication both verbal and written.
- DUTIES** : Manage the sub-directorate: Value Chain support inclusive but not limited to, develop, and manage the implementation of value chain support operational plan. Develop value chain policies, strategy to drive customer centric service excellence. Analyse current value chain practices and identify opportunities for continuous improvement and design short-, medium- and long-term initiatives to integrate SMMEs into value chain opportunities presented by the public and private sector. Design service improvements and cost reduction initiatives. Communicate with stakeholders and provide regular feedback in respect of programme implementation progress.

- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 43097
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: DD VCS"
- POST 04/108** : **PERSONAL ASSISTANT REF NO: PA DDG**
- SALARY** : R261 372 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Secretarial Diploma or equivalent qualification as recognised by SAQA. 3-5 years' administrative experience in office management, secretarial or administration environment (experience in rendering support service to senior management). A Bachelors Degree in Office Practice, Secretarial Studies or Business Administration will be an added advantage. Knowledge on the relevant legislation / policies / prescripts and procedures. Basic knowledge on financial administration. Have proven competencies: Good telephone etiquette, Computer literacy, Sound organising and people skills, High level of reliability, Communication skills (oral and written), Ability to act with tact and discretion, Good grooming and presentation and Self-management and motivation.
- DUTIES** : Provide a receptionist / secretarial service to the manager by means of receiving, directing or re-directing calls, clarifying instructions or taking messages. Make use of office equipment and ensure serviceability. Scrutinize documents to determine actions required for meetings and provide a meeting management service. Manage the diary and travel arrangements of the manager in line with relevant directives. Provide an administrative and document management services to the Office. Manage the procurement of goods and services within the prescribed legislative guidelines in the Manager's office. Liaise with internal and external stakeholders.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 43097
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: PA DDG"

INTERNSHIP PROGRAMME 2022/2024

The duration of the internship programme is twenty-four (24) months. The Department invites all suitable and qualifying graduates aged between 18 and 35, who are interested and who have never participated in an Internship programme before, to apply for the following Internship Programmes.

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- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form (newly prescribed z83 form effective 01 January 2021); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of all certificates and Identity Document copy and academic transcript/ record. Applicants must submit copies of qualifications, Identity document, and drivers' licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The requirement of certified copies will be limited to shortlisted candidates only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within six months of the closing date of the advertisement, please accept that your application has been unsuccessful. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study/discipline as detailed below, should not have previously served as an intern or contract worker in the Public Service and must not be older than 35 years. Clear indication of the position / internship

programme and reference number that is being applied for must be indicated on your z83. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Applicants who participated on the internship programme in the past will be disqualified. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POSTS

- POST 04/109** : **STRATEGIC PLANNING INTERN REF NO: STRAT PLAN**
- STIPEND** : R105 856.50 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Bachelor's Degree (NQF6/7) in Public Administration/ Public Management/ Business Management/ Strategic Management and Planning or any related field as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097/1484
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: STRAT PLAN"
- POST 04/110** : **FINANCE INTERN REF NO: FIN INT**
- STIPEND** : R105 856.50 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma or Bachelors Degree (NQF6/7) in Finance / Accounting/ Auditing as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097/1484
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: FIN INT"
- POST 04/111** : **PERFORMANCE MONITORING & REPORTING INTERN REF NO: PMR INT**
- STIPEND** : R105 856.50 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma or Bachelors Degree (NQF 6/7) in Public Administration/ Public Management/ Business Management/ Economics or any related field as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097/1484
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: PMR INT"